



Department of Administrative Services Customer and Employee Relations Job Announcement

ANNOUNCEMENT #: 200621

POSITION: Assistant Commissioner - Procurement

LOCATION: State Purchasing Division
200 Piedmont Avenue, 13th Floor
Atlanta, GA 30334

APPLICATION DEADLINE: Open until filled

WHO MAY APPLY: All applicants

PAY GRADE: Senior Executive pay plan

PAY GRADE SALARY RANGE: Salary commensurate with qualifications and experience

GENERAL DESCRIPTION: The Department of Administrative Services is seeking an Assistant Commissioner to lead the agency's State Purchasing Division. The Assistant Commissioner will be responsible for planning, directing, and coordinating the Department of Administrative Services' management of the state procurement function, including appropriate delegation of authority, development of acquisition strategies, contracting, contract management, procurement systems development, and other related functions. This position will also be responsible for implementing a comprehensive strategic sourcing and spend management program based on recommendations of the Commission for a New Georgia.

Required Skills and Abilities

- Strong oral and written communications and presentation skills
- Strong leadership skills
- Strong organizational skills
- Demonstrated ability to identify and set best practices, guidelines, and processes.
- Demonstrated ability to effect broad change within organizations.

MINIMUM QUALIFICATIONS: Completion of an undergraduate degree in Business Administration, Public Administration, or a related field

AND

Six (6) years of managerial experience that included demonstrated responsibility in developing and implementing complex policies and business practices in a large organization.

PREFERRED QUALIFICATIONS: Preference will be given to those applicants who, in addition to meeting the minimum qualifications, possess one or more of the following:

- Master's degree in Business Administration or Public Administration
- Management of the "corporate" level procurement function in a large business entity
- Experience leading major enterprise wide acquisitions
- Experience implementing a strategic sourcing or spend management program
- NIGP, ISM, or NCMA certification